

<b>Status:</b>	Contract for 41 weeks per annum Monday – Friday 9.00 am – 3.30 pm – 6.0 hours per day
<b>Commencement date:</b>	Monday 23 <sup>rd</sup> January 2023
<b>Area of appointment:</b>	Office Reception & Administration
<b>Position Reporting to:</b>	Office Coordinator and Business Manager
<b>Committee Membership</b>	N/A
<b>Pre-requisites:</b>	<p>These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:-</p> <ul style="list-style-type: none"> <li>• Current DCSI Certificate</li> <li>• Current Responding to Risks of Harm, Abuse and Neglect Training Certificate (RRHAN-EC)</li> <li>• Current First Aid Certificate (HLTAID012 level preferred)</li> <li>• Current Driver’s Licence</li> </ul> <p><i>HILLS requires disclosure of COVID-19 vaccination status for the purpose of Health &amp; Safety requirements.</i></p>

### Introduction

HILLS is seeking applications for an Office Reception and Administration Officer commencing in January 2022:

- whose personal Christian faith, is reflected in his/her daily living
- who can enhance our existing strong culture of community
- to work within a highly enthusiastic and supportive team
- who is reliable, trustworthy, adaptable, efficient and possess the ability to work as an effective team member
- who will support the Vision of the School as stated in the Constitution.

### Personal Specification

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities, behaviours and skills which are consistent with the School’s statement of Aims and Objectives and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in his/her daily living
- Excellent written and verbal communication skills
- A good knowledge of office 365 suite of applications (including word, excel and publisher)
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work co-operatively and harmoniously as part of a team
- Possessing a high degree in attention to detail
- Being supportive and encouraging to children or adolescents, colleagues, and parents
- Having positive relationships and open communication with the whole school community
- A positive outlook on life which enhances relationships
- A pleasant, welcoming, and receptive personality
- Well organised
- An ability to work independently and learn quickly.

## Role Description

### *Personal Skills and Abilities*

- Organisational and time management skills
- Work with Staff and School Management to maintain and develop a strong Christian ethos within the School
- An ability to take initiative
- An ability to work cooperatively and independently
- An ability to establish effective working relationships with staff, students, professionals, and parents
- An ability to communicate professionally both orally and in writing
- A commitment to personal and professional growth.

### *Responsibilities*

The key responsibilities of the role are:

#### Enrolment Assistant

- Preparation of letters and emails as directed by the Enrolments Officer
- Sending out prospectuses
- Scanning documentation
- Updating family information on Enquiry Tracker and PC School
- Any enrolment support as directed by the Enrolments Officer

#### Administration/ Reception support

- Provide administration support to the Head of Primary
- Teacher's aide support as requested by staff; bulk photocopying, preparing booklets
- Manage sport administration support in collaboration with Sport Coordinators
- Manage School Stream consent/permissions
- Provide support for office reception and phone enquiries
- Provide support for student medical treatment and documentation
- Provide support for school absentees
- Filing as required
- Provide word processing and clerical support
- Attend meetings and functions as required
- Participate in the School's on-going professional development programmes
- Be prepared to lead staff devotions
- Any other duties as directed by the Office Manager, Business Manager or Principal

#### Events Support

- Assist Marketing and Community Engagement Manager with event administration
- Provide assistance to the Advancement Team when required, including event support.

Staff at The Hills Christian Community School are expected to:

### *Welfare, Health & Safety (WHS):*

- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- Participate in Evacuation Drills as instructed by the Executive Leadership Team.